

## **CHARTER**

### **DEPARTMENT OF ENERGY NUCLEAR CRITICALITY SAFETY PROGRAM MANAGEMENT TEAM JANUARY 1998**

#### **I. PURPOSE AND AUTHORITY**

This charter governs the Department of Energy's Nuclear Criticality Safety Program Management Team (NCSPMT). The NCSPMT was established by the Department of Energy in response to the Defense Nuclear Facilities Safety Board (DNFSB) Recommendation 97-2. In responding to the Recommendation, the Secretary of Energy assigned responsibility for leading the Department's cross-cutting criticality safety activities to the Assistant Secretary for Defense Programs (DP-1). In turn, DP-1, assigned responsibility for oversight of implementation of the Recommendation to the Deputy Assistant Secretary for Research and Development, Office of Defense Programs (DP-10). The purpose of the NCSPMT is to execute the Department's integrated Criticality Safety Program as directed by DP-10. This program has been established to maintain criticality safety infrastructure from which all Departmental criticality safety programs benefit. Activities undertaken as a part of this program will also focus on use of this infrastructure to implement the Department's cross-cutting Criticality Safety Program.

All ongoing activities established in response to DNFSB Recommendation 93-2, as well as commitments made in response to Recommendation 97-2, will be managed by the organization described above. The NCSPMT will manage all allocated funds for activities established in response to both Recommendations. The NCSPMT will also advise DP-10 on programmatic and technical issues concerning the Department's criticality safety infrastructure program.

DP-10 is the approval authority for this Charter.

## **II. MEMBERSHIP**

The following organizations will be represented on the committee:

**A. Co-Chairmen:**

1. Defense Programs, Office of Research, Development and Testing Facilities (DP-13)
2. Environmental Management, Office of Nuclear Materials Stabilization (EM-66)

**B. Permanent Voting Members (one representative per organization):**

1. Office of Environment, Safety and Health
2. Office of Energy Research
3. Office of Nuclear Energy, Science and Technology
4. Office of Fissile Materials Disposition
5. Office of Civilian Radioactive Waste Management

## **III. FUNCTIONS**

As directed by DP-10, the NCSPMT will manage all allocated funds for activities established in response to DNFSB Recommendation 97-2 which includes activities initiated in response to Recommendation 93-2. In addition, the NCSPMT will advise DP-10 on programmatic and technical issues pertaining to the Department's cross-cutting Criticality Safety Program. DP-13 staff will perform the day-to-day administrative functions associated with managing the Nuclear Criticality Safety Program and provide feedback to the NCSPMT on program status.

The NCSPMT will review Criticality Safety Program needs annually, determine specific tasks required to meet identified needs, prioritize these tasks, allocate funds accordingly, and manage all supported tasks as a coordinated, coherent program. The Department's integrated Criticality Safety Program will be maintained and executed: (1) by promoting training, communications and tasks among centers of criticality

expertise, and Department, field, operations, and applications personnel; (2) by providing necessary guidance and reference documents to appropriate personnel; (3) by supporting development of adequate instrumentation, computational capabilities, methods and nuclear data, and; (4) by supporting related physics and experiments.

The NCSPMT will receive technical support from a Criticality Safety Support Group. This group of criticality safety experts is composed of persons from the Department's staff and contractors having collective knowledge in a broad spectrum of criticality safety areas to advise the NCSPMT on programmatic issues and to help resolve present and future technical criticality safety issues.

Specific duties of the NCSPMT include:

- A. Assure that all deliverables/milestones contained in the Recommendation 97-2 Implementation Plan are completed on schedule. Provide timely notification of DP-10 if schedule or scope adjustments are required.
- B. Assure that all ongoing Nuclear Criticality Predictability Program infrastructural activities initiated in response to DNFSB Recommendation 93-2 are fully integrated with activities initiated in response to Recommendation 97-2 to form a coherent Nuclear Criticality Safety Program.
- C. Conduct an annual review of the Nuclear Criticality Safety Program as part of the budget development process and update and publish the five-year program plan.
- D. Approve the Charter and determine membership of the Criticality Safety Support Group. The NCSPMT will appoint the Chairman of the Criticality Safety Support Group to one-year renewable terms.
- E. Call meetings of the Criticality Safety Support Group and task the Group as necessary to address NCSPMT requirements.
- F. Review recommendations regarding Departmental needs and tasks required to meet identified needs. Prioritize tasks, weighing programmatic needs against available and planned budget. In conjunction with the Departmental Chief Financial Officer, ensure funding mechanisms are established as described in the Recommendation 97-2 Implementation Plan.

- G. Approve authorization of field work proposals which include scope of work, milestones, and appropriate funding to organizations performing the work.
- H. Provide an Implementation Plan status report quarterly to DP-10 for approval and submission to the DNFSB. Quarterly reports are due to the DNFSB no later than the last day of the month following the quarter.
- I. Maintain liaison with key elements of the national and international nuclear criticality safety community.

#### **IV. MEETINGS AND RULES**

- A. The NCSPMT will meet at least quarterly, with additional meetings scheduled as the need arises. Regular meetings of the NCSPMT will be announced at least one week in advance by the Co-Chairmen. Special meetings (less than one week advanced notice) may be called by either of the Co-Chairmen upon approval by both Co-Chairmen and two of the permanent voting members. Meeting attendance shall be limited to NCSPMT members and guests invited by either of the Co-Chairmen.
- B. The Co-Chairmen will arrange for publication of the minutes of each meeting, and copies will be provided to all members of the NCSPMT and the Criticality Safety Support Group. Every attempt will be made to provide the minutes to the NCSPMT at least one week in advance of regularly scheduled NCSPMT meetings.
- C. Voting rules are as follows. Each of the Co-Chairmen shall have one vote. Each of the permanent voting NCSPMT members shall have one vote. The majority is 51 percent or more of the votes from Co-Chairmen and the permanent voting members present. In the event of a tie, the issue being voted upon will be forwarded to DP-10 for decision. In the event of a serious disagreement with the majority on any vote, NCSPMT members, either individually or with other members, may submit a minority opinion to DP-10 for consideration.
- D. A quorum for voting shall consist of both Co-Chairmen and two of the permanent voting members. Issues may be voted on only at regular or special meetings of the NCSPMT.

- E. This Charter will be reviewed by members biennially, and changes will be made if appropriate. The charter can be changed prior to the two-year cycle as required by the NCSPMT. DP-10 is the approval authority for all changes to this Charter.